TENNESSEE ATTORNEY GENERAL
MICROSOFT SQL ADMINISTRATOR AND
ACCESS DEVELOPER

JOB SUMMARY:

The Tennessee Attorney General's Office has an immediate opportunity for a Microsoft SQL Administrator and Access Database Developer. The DBA/Access Developer will provide operational and developmental support for all production and non-production databases.

Operational support includes configuring database parameters, monitoring and maintaining system capacity, data security, systems documentation and systems management tools. Developmental support includes maintaining and developing customized reporting and archival applications via Microsoft Access forms and reports using data from native access tables and linked SQL tables. The successful applicant must be able to work in a collaborative environment, and have strong communication and customer service skills.

JOB DESCRIPTION:

- Support and enhance Microsoft Access applications programmed with VBA customizations.
- Share responsibility for data integrity within applications. An understanding of Relational Database Management principles to logically design normalized relational data models and table structures is a plus.
- Provide support to automate, emulate and enhance business processes of each division within their customized database.
- Provide support and maintenance for several Microsoft SQL Server databases supporting a variety of application platforms including SCCM, Access, SharePoint, Exchange, and 3rd party applications such as Lawbase and Summation.
- Monitor transaction activity, system utilization and/or load levels.
- Prepare and/or review status, progress and performance reports.
- Responsible for overall administration, performance tuning of the Microsoft SQL and Access environments.
- Perform SQL database upgrades as needed for improvement and maintenance of the databases to include rollout and upgrades.
- Responsible for troubleshooting and problem solving of SQL and Access development.
- Utilize data modeling knowledge to provide designs that will meet performance and scalability requirements.
- Maintain effective working relationships with internal customers and external contacts.
- Work with Project Management for the development and roll out of applications that require a database.
- A fundamental understanding of SDLC.
- Possess excellent communication and organizational skills and be able to work under minimal supervision.

PREFERRED EXPERIENCE:

- Microsoft SQL Server 2008 R2 and Microsoft SQL 2012.
- SQL functions: Transact-SQL, stored procedures, triggers, SSIS packages, SQL Agent jobs, SQL Reporting, database mail.
- Active Directory and SQL security concepts.
- Microsoft Access application development and reporting.
- VBA, VB Scripting.
- Microsoft Office, Windows Operating Systems, Windows Server Applications.
- VB or C#, ASP.NET.
- Microsoft SharePoint, LexisNexis, Lawbase, and Summation.

EDUCATION AND CERTIFICATION (PREFERRED):

Graduation from an accredited college or university with a bachelor's or associate's degree in Information Technology or Information Systems.

OR

Four years of experience.

SALARY:

Based on education, ability and experience.

APPLICATION PROCEDURES:

Submit a resume, cover letter and salary history to:

Personnel Officer
Attention: Database Administrator
PO Box 20207
Nashville, TN37202

Or submit by email to agresumes@ag.tn.gov and put "Database Administrator" in the subject line.

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